

CHAPTER 1. GENERAL INFORMATION

SECTION 1. GENERAL

1. PURPOSE. This order provides a description of the Aviation Safety Program and procedural guidance for managing and conducting the program.

2. DISTRIBUTION. This order is distributed to the branch level in Washington headquarters Flight Standards Service; to the System Safety Engineering and Analysis Division in the Office of System Safety; to the Superintendent, FAA Academy, Printing and Distribution Team, and the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the Aeromedical Education Division at the Civil Aeromedical Institute; to the branch level in the regional Flight Standards Divisions; and to all Flight Standards field offices.

3. CANCELLATION. This order cancels Order 8740.1C, Aviation Safety Program Managers Handbook, dated March 15, 1995.

4. BACKGROUND. A 2-year test program completed June 30, 1970, introduced the concept of a joint program sponsored by the Federal Aviation Administration (FAA) and the aviation community to reduce the general aviation accident rate. The test program demonstrated that a reduction in the general aviation accident rate could be achieved. The program was expanded in 1971 to include all regions except Europe, Africa, and the Middle East. It emphasized improving the attitudes, knowledge, and proficiency of airmen, as well as reducing aviation hazards. In the 1990's, the program was expanded to include all aviation industry members such as air carriers, air operators and air agencies. Accident reduction focus was also changed to include the aviation maintenance technicians as well as pilots.

5. EXPLANATION OF CHANGES.

A. Structure. All references reflect the current organizational structure of Flight Standards Service in Headquarters and Regional Flight Standards Divisions. **Throughout this order, "Safety Program Manager (SPM)" refers to all SPMs regardless of technical specialty.** The program's structure requires Regional Division Managers to establish an Operations and Airworthiness Regional Safety Program Manager.

Further, current guidance encourages District Office Managers to establish more than one position to reflect the complexity of the district. Where more than one Safety Program Manager is assigned to an office, a coordinated program will be developed to reflect the full range of activities conducted.

B. Handbook Format. The format of this order separates procedural techniques from background information. For an explanation of this format and how to use it, refer to FAA Order 8700.1, General Aviation Operations Inspector's Handbook, volume 1, chapter 1, section 2.

C. Revision Summary.

(a) Chapter 1. General Information.

Extensive revision to section, reflects current changes to organization structure and policy. Updated and expanded section referencing publications. Included points of contact and special ordering data.

(b) Chapter 2. Develop the Annual District Aviation Safety Program Plan. Editorial changes to standardize annual program planning procedures and update Program Tracking and Reporting Subsystem (PTRS) planning module requirements.

(c) Chapter 3. Prepare a Budget for the Annual Aviation Safety Program Plan. Updated to reflect current involvement of all Flight Standards District Office (FSDO) inspector specialties and need to accommodate these new requirements into the office safety program budget.

(d) Chapter 4. Program Tracking and Reporting Subsystem (PTRS) (New). Provides quick overview of PTRS interface with activities of the Safety Program Manager (SPM).

(e) Chapter 5 (Formerly Chapter 16). Evaluate Accident/Incident Reports for Trends. Minimal editorial changes to reflect expanded program emphasis for annual planning (i.e., parts 121, 135, 91 Corporate operations).

(f) *Chapter 6 (Formerly Chapter 4). Plan, Prepare, and Manage Safety Meetings, Programs, and Activities.* Editorial update changes to reflect changes in procedure and addition of airworthiness issues.

(g) *Chapter 7 (Formerly Chapter 5). Manage the District Pilot Proficiency Award Program (WINGS).* Editorial update to reflect changes in procedure to the "Wings" Program.

(h) *Chapter 8. Manage the District Aviation Maintenance Technician Awards Program (AMT) (New).* Outline procedures to manage Aviation Maintenance Technician (AMT) Awards Program.

(i) *Chapter 9. Issue the Charles Taylor "Master Mechanic Award" (New).* Outline procedures to manage and issue "Charles Taylor Master Mechanic Award" Program.

(j) *Chapter 10 (Formerly Chapter 7). Direct/Support the Flight Instructor/Maintenance Technician/Avionics Technician of the Year Awards Program.* Changes to reflect recent procedural revisions to the CFI/AMT of the Year Awards program and the inclusion of the Avionics Technician of the Year Award program.

(k) *Chapter 11. Manage the Aviation Safety Counselor of the Year Award Program (New).* Outline procedures to manage "Aviation Safety Counselor of The Year" Award Program.

(l) *Chapter 12 (Formerly Chapter 6). Issue an Aviation Safety Award.* Editorial update and revision of forms and format.

(m) *Chapter 13 (Formerly Chapter 10). Establish, Renew, or Cancel the Appointment of an Aviation Safety Counselor.* Changes to reflect current operating procedures and Aviation Safety Counselor Handbook data.

(n) *Chapter 14 (Formerly Chapter 11). Train an Aviation Safety Counselor:* Update to include revised sample training syllabus and inclusion of airworthiness items.

(o) *Chapter 15 (Formerly Chapter 12). Manage/Support Aviation Safety Counselor Activities.* Update to reflect changes to current policy and procedures.

(p) *Chapter 16. Industry Aviation Safety Support Program (New).* Outline procedures to assist part 121, 135, 145, Corporate 91 operators, and other air operator/air agencies in the development of an effective internal Aviation Safety Program. Provides the SPM with appropriate guidelines and resources for working with industry.

(q) *Chapter 17 (Formerly Chapter 19). Manage the FSDO's PACE Program.* Editorial update of procedures and policy.

(r) *Chapter 18 (Formerly Chapter 17). Process a Remedial Training Action.* Complete rewrite to include guidelines, sample letters, training syllabus, for all ASI specialties. Reflects revision of Title 49 U.S.C.

(s) *Chapter 19 (Formerly Chapter 13). Counsel an Airman.* Editorial update to reflect expansion by SPM specialty of the Aviation Safety Program.

(t) *Chapter 20 (Formerly Chapter 14). Process a Flight Assist Report:* Minimal editorial revisions.

(u) *Chapter 21 (Formerly Chapter 15). Process a Safety Action Item.* Minimal editorial revisions.

(v) *Chapter 22 (Formerly Chapter 8). Support an Airport Safety Committee or an Aviation Safety Support Group.* Minimal editorial revisions.

(w) *Chapter 23 (Formerly Chapter 18). Manage a Major Aviation Safety Event.* Editorial revisions to comply with current policy and procedures.

(x) *Chapter 24 (Formerly Chapter 20). Develop New Safety Program Materials.* Minimal editorial revisions.

(y) *Chapter 25 (Formerly Chapter 9). Maintain the Aviation Safety Program Library and Audiovisual Equipment:* Complete revision to reflect current equipment and documents applicable to a successful program.

(z) *Chapter 26. Public Aviation Awareness Program (New).* Furnishes guidance on providing support to local schools, communities and civic organizations on subjects concerning aviation awareness.

6. MISSION. The mission of the Aviation Safety Program is to promote safety and technical proficiency by providing guidance and support for the aviation community through education and cooperative efforts.

7. INDUSTRY PARTICIPATION. It is vital to encourage participation in aviation safety activities from industry, civic organizations, and state and local aeronautical agencies. Leadership, expertise, and diversity contributed by people and organizations outside the FAA vastly enhances the program.

8. RELATION TO OTHER FAA PROGRAMS. The Aviation Safety Program complements other FAA programs and activities by emphasizing that safety is an integral responsibility and priority for aviation safety inspectors (ASI) at every level of the agency.

9. PROGRAM CONCEPT. Although the FSDO program is managed by the FSDO SPM under the direction of the FSDO Manager, the resources of the entire office should be used to implement and execute the program.

A. Program Scope. Today's Aviation Safety Program includes air carrier operators as well as general aviation airmen. With the many demands on the people serving the program, it is important for an SPM to fully use the time and skills of all available participants to accomplish program goals.

B. Office Participation. All inspectors should contribute resources to the office's Aviation Safety Program in the form of program presentations, research, subject matter expertise, and program design.

C. Program Goals. The goals of the FAA's safety program are threefold:

(1) To reduce the accident and incident rate.

(2) To increase aviation safety through education.

(3) To increase partnership with industry organizations.

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SECTION 2. PROGRAM STRUCTURE

1. WASHINGTON, DC.

A. Director, Flight Standards Service. The Director, Flight Standards Service directs implementation of the Aviation Safety Program and approves the national policies, standards, and procedures for the conduct of the program.

B. General Aviation and Commercial Division. The General Aviation and Commercial Division (AFS-800) formulates and recommends to the Director, Flight Standards Service national policies, standards, and plans for the operation of the Aviation Safety Program.

C. National Resource Specialist (NRS) for the Aviation Safety Program. The NRS (AFS-803) provides direction and guidance to regional and field offices regarding national program activities and goals in accordance with the policies of AFS-800. The NRS also coordinates the development and distribution of new audiovisual materials with other offices. The NRS is provided assistance from the Operations and Safety Program Support Branch (AFS-820), AFS-800, and the Aviation Safety Program NRS for Airworthiness.

D. National Resource Specialist for the Aviation Safety Program-Airworthiness. The Aviation Safety Program NRS for Airworthiness (AFS-305) provides direction and guidance to regional and field offices regarding national program activities and goals in accordance with the policies of the Continuous Airworthiness Maintenance Division (AFS-300). The Aviation Safety Program NRS for Airworthiness is provided assistance from AFS-300 and the NRS for the Aviation Safety Program.

2. REGION. At the direction of the Flight Standards Division Manager, the Regional Safety Program Manager (RSPM) designs, implements, and evaluates the Aviation Safety Program within the region geographical area. The RSPM provides technical guidance, renders assistance in acquiring equipment for district programs, and serves as a resource for

SPMs within the region. The RSPM must coordinate district program activities that cross regional boundaries. The RSPM reports directly to the regional division manager.

3. FIELD.

A. Flight Standards District Office Manager. The FSDO manager is responsible for the district office program. The manager ensures that FSDO personnel participate in the program and that adequate resources are allocated to accomplish the program goals. A minimum of one person-year of work in the Aviation Safety Program must be accomplished. Additional technical and administrative support needed to accomplish the district program must be provided by FSDO personnel.

B. Safety Program Manager. The SPM designs, implements, and evaluates the Aviation Safety Program within the FSDO's geographical area in accordance with regional and national program guidance. The SPM may participate in Aviation Safety Program events in other districts, if invited by the sponsoring SPM. The SPM reports directly to the FSDO manager.

C. Aviation Safety Inspectors. Aviation Safety Inspectors support the district Aviation Safety Program by conducting or assisting with safety meetings and other program activities. In the case of inspectors who do not wish to conduct or present programs personally, assist the SPM with research, subject matter expertise, program design, etc. Support by the FSDO's technical specialists will be coordinated by the SPM through the appropriate unit supervisors.

4. AERONAUTICAL CENTER. The Mike Monroney Aeronautical Center provides support services for the program such as printing, labeling, mass mailing of program flyers and newsletters, printing and distribution of program pamphlets and forms, and provide accident/incident statistics upon request.

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SECTION 3. PROGRAM OPERATION

1. SAFETY PROGRAM MANAGER (SPM) TRAINING. Within the first year of appointment to the position, each SPM must attend the Aviation Safety Program Management course (course #21022) at the FAA Academy. Additional training should be scheduled in accordance with the standard Operational Training Needs Assessment (OTNA) Safety Program Manager training profile.

2. SAFETY PROGRAM MANAGER RESPONSIBILITIES. The SPM is responsible for designing, implementing, and evaluating the safety program in the district offices' geographical area. The SPM initiates safety programs consistent with national, regional, and district objectives. Responsibilities include duties in the following areas.

A. Technical Administration. The SPM provides airmen, air operators, air agencies, airport/aviation organizations, and other FAA facilities with information and programs which promote aviation safety education for all types of aviation activities. The SPM represents the district office in regional and FAA-wide safety education programs and events.

(1) The SPM coordinates with air carriers, air operators, air agencies, and general aviation organizations to establish communications with their management officials and support their safety programs.

(2) The SPM leads joint FAA/industry meetings, participates in public user meetings, maintains frequent contact with the local news media, and cooperates with local and state aeronautical agencies and other groups to resolve significant safety issues, decrease environmental hazards, and address potential safety problems.

(3) The SPM researches and evaluates district office environmental data and applies office automation in developing program emphasis areas from operator statistics and accident/incident trends.

B. Program Management. The SPM plans, budgets, and coordinates activities to ensure accomplishment of safety program goals and objectives.

(1) The SPM educates airmen in regulatory compliance and develops, recommends, and manages remedial training programs.

(2) The SPM will not be assigned as the Inspector-in-Charge (IIC) of an accident investigation, nor will the SPM be assigned accident standby duty or after-hours telephone standby. The SPM may participate in accident/incident investigations to the extent

necessary to identify causal trends and manage safety program response. The SPM should analyze accident and incident data for possible emphasis areas in the district safety program and in making safety improvement recommendations.

(3) The SPM appoints, trains, supports, and manages Aviation Safety Counselors (ASC). The counselors should represent all local aviation interests and areas within the district. Their activities should be managed to support the district office program and accomplish program goals.

C. Surveillance. The SPM supports the district office compliance and enforcement program by making recommendations for program emphasis but will not conduct regulatory surveillance, inspections, or investigations other than cockpit or cabin en route inspections. The SPM should concentrate his or her efforts and time on aviation safety job functions. The SPM complements the FAA's enforcement program by persuading and motivating the aviation community to strive toward higher proficiency and safety levels and voluntary compliance with regulatory standards.

(1) The SPM evaluates trends which may indicate deterioration in safety practices of air carriers, air operators, air agencies, airmen, designees, or airport operations and recommends changes to correct such deficiencies.

(2) The SPM acts upon each FAA Form 7230-6, Flight Assist Report, received by the district office. Flight Assist Reports shall not be used to initiate enforcement action. The purpose of the Flight Assist Report is to identify airmen actions that indicate a need for counseling and/or additional assistance and give the SPM the opportunity to provide that assistance to the airman in order to preclude recurrence of the problem.

(3) The SPM acts upon each FAA Form 8740-5, Safety Improvement Report, received by the district office. Safety improvement reports shall not be used to initiate enforcement action. Instructions on the form preclude its use for transmission of information regarding Title 14 of the Code of Federal Regulations (14 CFR) violations. The Safety Improvement Report is a means of alerting the SPM to possible hazards and/or safety issues that can be most effectively addressed through the Aviation Safety Program.

D. Other. Additional responsibilities of the SPM include a wide variety of Aviation Safety Program duties in support of national, regional, and district office goals and objectives.

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SECTION 4. ADMINISTRATIVE INFORMATION

1. FORMS AND PUBLICATIONS. Aviation Safety Program forms and publications should be ordered in sufficient quantity to support scheduled program activities and accommodate public requests.

A. Ordering Procedures.

(1) *P Pamphlets.* FAA-P-8740 series ("P pamphlets") are printed on-demand by the Printing and Distribution Team, AMI-700B, at the Mike Monroney Aeronautical Center. On-demand means that the SPM orders materials to be printed as they are needed; neither the SPM or AMI-700B need to stockpile the pamphlets.

(a) Because they are stored electronically, P pamphlets are easily updated. Also, because there is no initial cost for bulk printing, new publications, including applications and certificates, are easily added to the on-demand system. All printing costs are borne by the national aviation safety program.

(b) The SPM requests the order form (figure 1-1) from AMI-700B via cc:mail (9-AMC-AMI-Printing&Distribution). The SPM then completes the order form, with shipping address, and returns it via cc:mail. The printing and distribution team strongly recommends that SPMs restrict all transactions to cc:mail. Only if cc:mail is not available should a facsimile order (FAX: 405-954-4976) be considered (SPMs may want to have a hard copy of the order form on hand). As there are multiple users of the AMI-700B FAX machine, SPMs must call AMI-700B (405-954-6818 or 405-954-6822) to confirm that the order was received. AMI-700B prints and ships orders weekly.

(2) *Advisory Circulars, Orders, and Other Publications.* The SPM should become familiar with the region logistics division ordering procedures; in some cases the region will be able to fulfill orders. If not, SPMs may order directly from the Department of Transportation (DOT) warehouse in Landover, MD. (See subparagraph (2)(d).)

(a) A complete listing of available Advisory Circulars (AC) is listed in AC 00-2, Advisory Circular Checklist (current edition); orders and other publications are listed in Order WA000.5, Washington Headquarters Directives Checklist (current edition). Both of these publications are available from the DOT warehouse.

(b) FAX orders provide the most rapid service (FAX: 301-386-5394). An order form is not required, as long as orders are written on 8.5 X 11 inch

size paper. Describe the publication in as much detail as possible (title and number) and the quantity desired. Include the shipping address, a contact name, and phone number. In-stock orders are filled within 8 working days.

(c) If the publication is out of stock or in limited supply, personnel from the DOT warehouse will contact the SPM. Alternatively, the SPM may call the DOT publications help line (301-322-4961) before placing an order to find out the availability of a publication. Be aware that quantities are limited to 100. Above this number, SPMs should first call the help line to coordinate the order. In some cases, warehouse personnel may direct SPMs to contact the originator of the publication, to request approval for a large quantity order.

(d) Alternatives to FAX orders to the DOT warehouse include:

i. Interoffice mail. Address:

SVC-121.23
Subsequent Distribution Office
DOT Warehouse

ii. U.S. Mail. Address:

U.S. Department of Transportation
Subsequent Distribution Office
Ardmore East Business Center
3341 Q 75th Avenue
Landover, MD 20785

(e) Other FAA forms used by the safety program (figure 1-2) are available through normal office ordering procedures.

(3) The Office of System Safety, System Safety Engineering and Analysis Division, ASY-300, develops many safety related videos and pamphlets (figure 1-3) and distributes them to SPMs. Requests for additional copies of ASY-300 products may be made by phone (202-267-7663), voicemail (202-267-7770), or FAX (202-267-5234).

(4) The Aircraft Owners and Pilots Association, Air Safety Foundation (ASF) offers safety publications and videos to the FAA at discounted prices. Safety Program Managers may order these through their RSPMs at no charge to the FSDO; funding is provided by AFS-803. (Note that there is a limit to how much each region may spend on these pamphlets, however. AFS-803 allocates funds for these materials based on the number of airmen in each region.) The

ASF's latest catalog is available through the RSPMs. The RSPM places all orders within the region into a single e-mail request to the ASF. The ASF then itemizes the orders, sending shipments to FSDO's within 5 working days of order receipt. Shipment is via UPS ground.

(5) FAA Aviation News reprints are available from AFS-805 by calling 202-267-8017/7953. Reprints are available until existing stock of the reprinted article is depleted. There is no list of available reprints because availability varies. Reprints are done in limited numbers and are not in continuous production.

(6) The Civil Aeromedical Institute (CAMI), AAM-400, Aeromedical Education Division, prints a variety of pilot education brochures (figure 1-4). Call 405-954-4831 or 405-954-6208 to order and for condition of availability.

(7) The National Weather Service (NWS), offers such publications as, A Pilot's Guide to Aviation Weather Services, ASOS Guide for Pilots, and Key to TAF/METAR. Contact the nearest NWS office for copies or ordering information.

(8) For-sale items available only from the Superintendent of Documents, U.S. Government Printing Office, should not be used as handout materials. These publications are listed in the Guide to Federal Aviation Administration Publications, FAA-APA-PG-13. Safety Program Managers should refer individuals to this publication and provide guidance in selection and ordering if assistance is requested.

2. FILMS, SLIDES, AND VIDEOS.

A. Issuance. New films, slide presentations, videotapes, and other seminar media will be sent to FSDO's and regional offices by AFS-800, either directly or through the contractors who prepare the presentations. One copy of each presentation should be retained in the office audiovisual library at all times. At least one additional copy should be available for loan to counselors and the public.

B. Replacement. An SPM who needs a replacement copy of a slide presentation or video selection should first contact the RSPM. All current selections should be available in the regional audiovisual library. Safety Program Managers should contact AFS-800 if

additional copies of recent selections are not available through the regional offices.

C. Audiovisual Log. Every FSDO should maintain an audiovisual library log to ensure accountability of the inventory and facilitate public use of the films.

3. AUDIOVISUAL EQUIPMENT. The SPM should maintain an inventory of all aviation safety audiovisual equipment. The equipment should not be loaned out except to ASCs who will accept responsibility for the equipment and are trained in its use.

4. REPORTS.

A. FAA Form 8740-6, Aviation Safety Counselor Activity Report. The SPM should provide each district counselor with a booklet of FAA Form 8740-6. Each card in the booklet must be pre-addressed to the receiving FSDO. The SPM should ask counselors to return the cards to the FSDO promptly at the end of each quarter in order to ensure timely reporting of all counselor activities.

B. Program Tracking and Reporting Subsystem (PTRS). The SPM reports the accomplishment of district Aviation Safety Program activities through PTRS.

5. STATISTICAL DATA.

A. Availability. The National Aviation Safety Data Center (NASDAC), ASY-100, can access a number of databases covering a wide range of aviation data.

(1) Some of this data, including accident and incident data, is available at NASDAC's web site, nasdac.faa.gov. For more detailed queries, SPMs may call NASDAC at 202-493-4247.

(2) Another source of information is the Aviation Data Systems Branch, AFS-620, which compiles national accident and incident data from FAA and National Transportation Safety Board (NTSB) databases. This data may also be queried by district or region. SPMs can request this service by calling 405-954-4173.

B. Evaluation of Data. Accident and incident statistics can assist SPMs and RSPMs in planning program activities that will help airmen in their areas. The guidance for the national program is intentionally broad so that regional and district programs can be tailored effectively to address local concerns.

FIGURE 1-1. P-PAMPHLET ORDER FORM AND INSTRUCTIONS

NOTE: As new products are constantly being made available via the on-demand ordering process, SPMs should check with AMI-700B to ensure that they have the latest version of this form.

P-Pamphlet Order Form ver. 01/2000

SHIP TO (*DO not use PO BOX*)

Name: Attn:

Org: FAA FSDO

Street:

Street:

City,ST,Zip:

REGION:

Please print the following and ship to the address above:

	PRICE	
	<u>EACH*</u>	<u>QTY</u>
<u>MISC PUBS</u>		
ASP-W-01: WINGS Application Card /2 imps	\$0.056	_____
FAA-P-8000-04: Aviation Safety Counselor Manual/82 imps	\$2.296	_____
<u>DISCUSSION LEADER GUIDES (NOT FOR HANDOUT - FOR USE BY INSTRUCTOR)</u>		
FAA-D-8740-01: Creating a Personal Minimums Checklist/16 imps	\$0.448	_____
FAA-D-8740-02: Skydiving and Parachute Operations/16 imps	\$0.448	_____
FAA-D-8740-03: Your Personal Flight/24 imps	\$0.672	_____
FAA-D-8740-04: Water Survival/16 imps	\$0.448	_____
FAA-D-8740-05: Operations at Towered Airports/12 imps	\$0.336	_____
FAA-D-8740-06: Land Survival/24 imps	\$0.672	_____
<u>P-PAMPHLETS</u>		
FAA-P-8740-02: Density Altitude/ 4 imps	\$0.112	_____
FAA-P-8740-03: Time in Your Tanks/4 imps	\$0.112	_____
FAA-P-8740-08: Your Key to Safe Flight/4 imps	\$0.112	_____
FAA-P-8740-09: Descent to the MDA and Beyond/8 imps	\$0.224	_____
FAA-P-8740-15: Maintenance Aspects of Owning Your Own Aircraft/6 imps	\$0.168	_____
FAA-P-8740-24: Tips on Winter Flying /10 imps	\$0.280	_____
FAA-P-8740-29: Meet Your Aircraft /8 imps	\$0.224	_____
and		
FAA-P-8740-29a: Meet Your Aircraft Quiz /6 imps	\$0.168	_____
FAA-P-8740-30: How to Obtain a Good Weather Briefing/12 imps	\$0.336	_____
FAA-P-8740-35a: All About Fuel /4 imps	\$0.112	_____
FAA-P-8740-36: Proficiency and the Private Pilot/4 imps	\$0.112	_____
FAA-P-8740-43: What is an Aviation Safety Counselor?/4 imps	\$0.112	_____
FAA-P-8740-45: Aircraft Safety Restraints/6 imps	\$0.168	_____
FAA-P-8740-47: Radio Communications Phraseology and Techniques/8 imps	\$0.224	_____

FIGURE 1-1. P-PAMPHLET ORDER FORM AND INSTRUCTIONS (Continued)

FAA-P-8740-48: On Landings Part I /10 imps	\$0.280	_____
FAA-P-8740-49: On Landings Part II /12 imps	\$0.336	_____
FAA-P-8740-50: On Landings Part III /6 imps	\$0.168	_____
FAA-P-8740-56: Personal Minimums Checklist /2 imps	\$0.056	_____
FAA-P-8740-57: Skydiving and Parachute Operations/4 imps	\$0.112	_____
FAA-P-8740-58: Water Survival/8 imps	\$0.224	_____
FAA-P-8740-59: Land Survival/10 imps	\$0.280	_____

**This is the price of each pamphlet. It is paid by AFS-800.*

**If you have a problem, concern or question relative to an order,
please contact Al Ward, 405-954-6818, or Neysa Allen, 405-954-6822.**

Submit this form via: _____

- 1) cc:Mail to **9-AMC-AMI-Printing&Distribution**
- 2) or cc:Mail to Al R Ward or Neysa Allen
- 3) or internet mail to al_r_ward@mmacmail.jccbi.gov or neysa_allen@mmacmail.jccbi.gov
- 4) or FAX to 405-954-4976, Attn: Al Ward or Neysa Allen (*please use this option as a last resort*)

**FIGURE 1-2. LIST OF FEDERAL AVIATION ADMINISTRATION FORMS USED IN
THE AVIATION SAFETY PROGRAM**

FAA FORM	TITLE	NATIONAL STOCK NUMBER/UNIT OF ISSUE
8000-9	Safety Improvement Report Acknowledgement	0052-00-805-1000; SH
8000-34	Airman ADP Mailing Label Request	0052-00-851-7000; SE
8740-1	Flight Safety Award Certificate (Available through DOT Warehouse)	SVC-121.23
8740-2	Flight Planner	0052-00-823-7001; SH
8740-5	Safety Improvement Report (OMB No. 2120-0057)	0052-00-808-8001; SH
8740-6	Aviation Safety Counselor Quarterly Activity Report	0052-00-875-7000; BK
8740-8	Certificate of Appointment	0052-00-823-0001; SH
8740-9	Certificate of Recognition	0052-00-845-0001; SH
8740-10	Aviation Safety Program Aviation Safety-Education Seminar Masthead (photocopy master) 8 1/2 x 11	0052-00-886-0000; SH
8740-11	Aviation Safety Program Aviation Safety-Education Seminar Masthead (photocopy master) 8 1/2 x 14	0052-00-886-1000; SH
8740-13	Pilot Proficiency Award Program Certificate	0052-00-897-8000; SH
8740-14	Aviation Safety Counselor of the Year Award Competition	0052-00-916-4001; SH

FIGURE 1-3. ASY-1 RESOURCES AVAILABLE THROUGH ASY-300

FEDERAL AVIATION ADMINISTRATION
OFFICE OF SYSTEM SAFETY

Publications And Videotape

For Requests: (202) 267-7770

FAX: (202) 267-5234

www.asy.faa.gov

1. PUBLICATIONS.

A. A Guide for FAA Employees: Airport Ground Vehicle Operations. This guide is intended for FAA employees. This guide is part of the training material prescribed by Order 5200.7, Training for Drivers in an Airport Operations Area. The brochure provides a general overview of safe procedures for driving on an airport. It is not intended to cover specific conditions at all airports. Some local guide and local procedures are unique. If there are questions about differences between this guide and local procedures, they can be resolved by your supervisor or airport manager.

B. Advisory Circular: AC 90-23E, Aircraft Wake Turbulence. Alert pilots to the hazards of aircraft wake turbulence and recommends related operational procedures.

C. Airport Markings, Signs, and Selected Surface Lighting - Introducing SMGCS (Surface Movement Guidance and Control System). An introduction to Surface Movement Guidance and Control System (SMGCS) to enhance safety while taxiing in low visibility conditions and reduce the potential for runway incursions. This publication is useful to both aircrew and vehicle operators. Also includes 14 airport signs, a diagram of airport markings, and a light gun signal chart. This brochure replaces the old Guide Airfield Signs card.

D. Caution Wake Turbulence. A pamphlet providing the latest information on avoiding wake turbulence. It solicits help to support an FAA effort, in conjunction with NASA, in a recent effort to study wake turbulence encounters and make a safe system even safer. Two excerpts from reports to the Aviation Safety Reporting System (ASRS) are cited; one from a pilot flying a regional turboprop, and the other from a light transport pilot. A list of resources containing additional information is included. Related product: AC 90-23E.

E. Chartering an Aircraft: A Consumer Guide. Provides guidance on selecting a safe, suitable, FAA-certificated air taxi operator. Included in this information are some general questions you should ask an air taxi operator prior to arranging a flight.

F. FAA Aviation Safety Hot Line Wallet Card. An "800" telephone number is provided to report unsafe practices or conditions that affect aviation safety. The caller can remain confidential. (1-800-255-1111)

G. Fly Smart - An Air Traveler's Guide. The brochure lists more than 30 things you can do as a passenger to help make your flight a safe one. Includes a passenger checklist. Bright orange Fly Smart luggage tags are also available.

H. Land and Hold Short Operations - A Primer (LAHSO). Information intended for pilots to participate safely and effectively when landing at an airport where LAHSO is in effect. Land and Hold Short Operations include landing and holding short of an intersecting runway, an intersecting taxiway, or other designated point.

I. New Aviation Weather Formats: METAR/TAF. A booklet for pilots to easily understand the new code (effective July 1, 1996) for airport surface observations (SA) and airport terminal weather forecasts converted to the International Civil Aviation Organization (ICAO) formats. The hourly surface observations (SA) will be referred to as METAR (Meteorological Aviation Routine Weather Report) and the airport terminal forecast will be referred to as TAF (Terminal Aerodrome Forecast). A tear-out decoder card is provided in the booklet.

J. Oshkosh Area Frequency Card. Available each year around May 1. This is a pocket card for use during the OSHKOSH/EAA Convention. Airport Information for Oshkosh, Appleton, Fond du Lac, Vette Seaplane Base, and Green Bay AFSS frequencies is included (Oshkosh Notice to Airmen (NOTAM) required for complete instructions).

K. Reducing Runway Incursions: Can You Relate? A brochure describing what typically goes wrong to cause a runway incursion. Quotes from actual runway incursions as reported to the Aviation Safety Reporting System are included.

FIGURE 1-3. ASY-1 RESOURCES AVAILABLE THROUGH ASY-300 (Continued)

L. Summer Weather Information for Pilots. Information for general aviation pilots concerning summer weather such as thunderstorms and high density altitude.

M. Sun-N-Fun Area Frequency Card. Available each year around February/March. This is a pocket card for use during the Sun-N-Fun Fly-in held in April each year in Lakeland, Florida. Information on the local airports used by transient pilots during the fly-in and flight service frequencies is included. (Sun-N-Fun NOTAM required for complete instructions.)

N. U.S. Airspace Classes Brochure and Card. The brochure defines the new U. S. "alphabet" airspace effective Sept. 16, 1993. Classes A, B, C, D, and E cover controlled airspace. Class G is uncontrolled airspace not designated as A through E. Information also depicts airspace classes above-ground level, flight level, and mean sea level, as well as an easy-to-read chart for visual flight rules (VFR) flight. The brochure is designed so it can be displayed. U. S. Airspace Classes at a Glance is a 3 x 5 card, summarizing the airspace classes.

O. Winter Weather Information for Pilots. Provides seasonal safety flying winter tips for general aviation. Contains information regarding Things to Remember About Ice, and Things to Remember in General About Winter Flying.

2. VIDEOS.

A. Aircraft Surface Movement. Demonstrates proper phraseology, signage, and procedures for safe airport surface movement.

B. Airspace Reclassification and Safe Flying In Special Use and Other Airspace. Airspace Reclassification information on the U. S. airspace and procedures for flying in special use airspace. Related products: Airspace reclassification brochure and card.

C. Back To Basics Trigger Tape I. Designed to trigger discussion about aviation safety issues.

D. Back To Basics Trigger Tape II. Designed to trigger discussions about aviation safety issues.

E. Midair Collision Avoidance. Learn how to avoid a midair collision by knowing the limitations of the human eye and understanding collision avoidance methods.

F. Oshkosh/EAA Convention VFR Arrival Procedures. Available each year around May. This video highlights the special VFR arrival procedures for general aviation aircraft, no-radio aircraft and warbirds in the busy airspace during the Oshkosh/EAA Convention. Each EAA chapter receives a copy. Copies are also available on loan from each Flight Standards District Office. Related product: Oshkosh Frequency Card.

G. Single Pilot IFR. Addresses the ways a single pilot flying IFR can cope more effectively.

H. Sun-N-Fun/EAA Fly-in VFR arrival Procedures. Available around February each year. Similar to the Oshkosh arrival video for the special VFR procedures used during the Sun-N-Fun Fly-in. Copies are also available for loan from each Flight Standards District Office and the Sun-N-Fun Corporation. Distribution to EAA chapters. Related Product: Sun-N-Fun Frequency Card.

I. The Flight Review. Presentation of regulations and operations useful in review preparation.

J. Vertical Dimension. Demonstrates how the stage can be set for an accident through management pressures. In-flight footage shows a corporate pilot continuing into adverse weather with a low fuel supply under pressure from the company president. Narrated by Clint Eastwood who is a helicopter pilot.

**FIGURE 1-4. FEDERAL AVIATION ADMINISTRATION CIVIL AEROMEDICAL
INSTITUTE (CAMI) PUBLICATIONS**

Civil Aeromedical Institute
Pilot Safety Brochures: Medical Facts for Pilots
Current as of 10/28/98

Number	Title	Contents
AM-400-94/2	Alcohol and Flying: A Deadly Combination	Facts about how alcohol consumption negatively affects pilot performance; why it's best not to drink alcoholic beverages before flying.
AM-400-95/2	Altitude Decompression Sickness	Symptoms (chokes, bends, neurologic) of ADS in pilots are described and treatment options explained.
AM-400-90/1	Disorientation, or Whose Gyros Do You Trust?	Disorientation during flight can cause serious problems: motion sickness, vertigo, and loss of control. Inner ear and methods of avoiding disorientation are described.
AM-400-91/1	Hypoxia: The Higher You Fly, The Less Air in the Sky	Hypoxia is described as being an insidious killer because the symptoms are often not noticed or understood. Pilots learn early recognition and avoidance of hypoxia.
AM-400-97/1	Introduction to Human Factors in Aviation	Basic information about human factors: prevention through application of error-avoiding principles.
AM-400-98/1	Laser Eye Surgery (PRK): Will It Fly?	Pilots view refractive error correction through laser surgery as a quick way to achieve perfect distant vision. Dangers of such procedures as PRK are described.
AM-400-92/1	Over the Counter Medications and Flying	Is it safe to fly while taking common OTC medications? Side-effects of non-prescription substances are described.
AM-400-98/2	Pilot Vision	The physiology of the eye, a pilot's most important sense to obtain reference during flight, is described. Also, night vision adaptation, scanning technique, and factors affecting vision.
AM-400-91/2	Seat Belts and Shoulder Harnesses: Smart Protection in Small Airplanes	Pilots should wear their restraints properly while flying because doing so would reduce serious injuries by 88% and fatalities by 20%. Proper installation and use of restraints discussed.
AM-400-95/1	Smoke!	Effects of smoke, fire, and smoke gases in the aviation environment are described, along with signs and symptoms of carbon monoxide poisoning; how to avoid.